



## UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR  
PO BOX 452001  
SAN DIEGO CA 92145-2001

ABO 1700.6P

INSP

9 MAR 2001

### AIR BASE ORDER 1700.6P

From: Commander  
To: Distribution List

Subj: REQUEST MAST

Ref: (a) U.S. Navy Regulations  
(b) Marine Corps Manual  
(c) MCO 1700.23E  
(d) MCO P5354.1C

Encl: (1) Marine Corps Request Mast Application, NAVMC 11296

1. Purpose. To publish Request Mast policy and procedures for Marine Corps Air Bases Western Area (MCABWA).

2. Cancellation. ABO 1700.6N

3. Summary of Revision. This Order is revised to conform with significant revisions outlined in reference (c). In particular, it emphasizes that the Request Mast process does not include those outside the official chain of command, such as subordinate officers or staff noncommissioned officers in charge (SNCOIC's)/noncommissioned officers in charge (NCOIC's). It identifies by billet those Marines who will assist individuals desiring to Request Mast with commanders, and provides a standard Request Mast form to be used at all levels throughout the Marine Corps.

4. Background. Request Mast includes the right of the service member to communicate with the commander and the requirement that the commander consider the matter and personally respond to the service member requesting mast. References (a) and (b) establish these rights and responsibilities in the formal process of Request Mast. Reference (c) promulgates the Request Mast policy. It is the officially recognized means for service members to communicate grievances to, or seek assistance from their Commander. Request Mast does not preclude the informal process of communicating which occurs between seniors and subordinates.

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5. Information

a. Reference (c) contains the definitions of "Marine," "Commander," "Commanding General" and "Communicate."

b. The policy and procedures within this Order are not limited to Marines, it includes all military service members assigned to MCABWA.

c. Reference (d) indicates that Request Mast is the primary means for filing discrimination complaints, to include sexual harassment and may also be used to address other complaints such as hazing.

d. Reference (c) indicates that Request Mast is not intended to be used for the purpose of harassment, avoiding duty, or intentionally interfering with the commander's ability to carry out the functions and mission of the command.

6. Policy

a. All policies, procedures, and conduct of Request Masts contained in reference (c) will be adhered to and will not be repeated in their entirety in this order.

b. No military member serving within MCABWA will impede, interfere, restrict or otherwise deny any other service member's right to seek assistance through formal Request Mast proceedings. Any individual who attempts to impede, interfere, suppress or otherwise deny another service member from initiating, writing, or forwarding a Request Mast will be subject of punishment under the Uniform Code of Military Justice (UCMJ).

c. Once a Marine has indicated their desire to Request Mast with the Commander, NonCommissioned Officers (NCO's), Staff NonCommissioned Officers (SNCO's) and officers subordinate to the Commanding Officer will focus their effort on making the Marine available to the Commander.

d. Every attempt will be made to process and resolve a Marine's Request Mast issue without delay. In general, there should be no more than 1 working day delay from when the request is made to when the Marine sees their commander. This should apply at each level of command. Explanations for delay must be provided to the Marine and forwarded via the chain of command.

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e. The service member will prepare a complete written statement covering the reasons for Requesting Mast using the enclosure. Supporting documents when applicable, will be attached to the statement. The statement may also include a list of witnesses with a summary of the expected testimony of each witness. The statement must include a summary of responsive action taken by each commander in the chain of command with whom the Marine has communicated his or her problem.

f. Each individual in the chain of command with whom the service member communicated their problem shall make a written statement of actions taken to resolve the grievance.

g. Each intermediate commander will attempt to resolve the Marine's Request Mast and will add their written statement to the Request Mast prior to the service member communicating the Request Mast subject to the next commander. Commanders with whom the Marine has Requests Mast will forward to the next higher commander those Requests Mast deemed to be legitimate grievances or requests for assistance which are beyond the commander's authority to resolve.

h. Service members confined in correctional facilities have the right to Request Mast. Procedures outlined in paragraph 7d(5) below, are applicable.

i. If a Request Mast is withdrawn or resolved at a lower level, the petitioner and a witness will endorse Part III of the enclosure.

7. Request Mast with the Commander, Marine Corps Air Bases Western Area (COMCABWEST)

a. Officers and enlisted personnel seeking to request mast with the Commander will contact the Station Inspector for assistance.

b. Individuals will submit their request to the Commander (Attn: Inspector) via the chain of command using the enclosure. The individual's service records and other supporting or pertinent documents will be forwarded with the request. In the interest of expediency, units not collocated with the COMCABWEST Headquarters will FAX the NAVMC 11296 and supporting documents to the Command Inspector prior to forwarding the original Request Mast package.

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c. Reference (c) authorizes the Commander to conduct Request Masts in writing when the Marine is located outside the geographical location of the COMCABWEST Headquarters. This provision will only be used in unusual circumstances. The Commander's intent is to personally interview each Marine whose Request Mast issue has not been resolved at a lower level. Accordingly, non-located commanders will coordinate the Request Mast time and place with the Command Inspector in each case, and will be prepared to send the Marine TAD to this Headquarter via military transportation or privately owned vehicle as appropriate. When a personal appearance is not practical, the commander will provide an explanation.

d. In completing the enclosure, the Marine requesting mast will include or attach:

- (1) The reason for Request Mast.
- (2) The specific relief that the Marine requests from the Commander.
- (3) Supporting data or documentation that is pertinent.
- (4) If desired, a list of witnesses and summary of expected testimony.
- (5) If applicable, a separate statement giving the reason for electing not to reveal the Request Mast issue to subordinate commanders and detailing the Request Mast issue. The statement will be sealed in an envelope marked "To be opened by the Commanding General only" and will be attached to the enclosure. In the case of Marines confined in correctional facilities, these envelopes will not be opened by correctional facilities personnel.
- (6) If a Request Mast to the Commander is resolved at a lower level, the Marine will make a written statement on the Request Mast form indicating that they are satisfied with the action taken at the lower level and has chosen to voluntarily withdraw the Request Mast. This statement will be signed by the Marine and a witness.

#### 8. Request Mast Procedures

a. The Command Inspector will receive, coordinate, and process all Request Masts for COMCABWEST. Specifically, the Inspector will:

(1) Receive all Request Masts and ensure their completeness as required by reference (c) and paragraph 7 of this Order.

(2) Interview the Marine requesting mast and obtain a thorough understanding of the request. Any lawful communication made to the Command Inspector will constitute protected disclosure. This protection is afforded to the service member requesting mast under the Military Whistleblower Protection Act.

(3) Prepare a memorandum for the Commander containing the following information:

(a) A brief summary of the Request Mast issue.

(b) Probable reasons why the issue could not be resolved at a lower level of command.

(c) A recommendation for action to resolve the issue.

(4) Schedule a Request Mast with the Commander and submit the request and all documentation to the Staff Secretary.

(5) Attend the Request Mast, unless specifically excused by the Commander, and record the Commander's recommendation and action.

(6) Coordinate all actions of the MCABWA Staff as a result of the Request Mast.

(7) Forward the results of the Request Mast to the individual's Commanding Officer via the chain of command.

(8) Maintain a file of each Request Mast to include completed action.

b. The Deputy Inspector, when an officer, will act in capacity of the Inspector in their absence. When the Deputy Inspector is a SNCO, in the absence of the Inspector, or for Request Mast involving officers, they will:

(1) Advise the Chief of Staff upon receipt of Request Mast and request that an officer be assigned to interview the petitioner.

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(2) Accomplish all required administrative actions.

9. Pursuant to reference (c), COMCABWEST is the immediate Commanding General for Marines assigned within MCABWA. The references and procedures designated herein apply to Marines desiring to exercise their right to Request Mast.

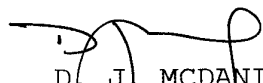
10. Action. All Commanders will:

a. Publish Request Mast procedures per reference (a) in the form of a Directive, Policy Letter, Letter of Instruction (LOI), etc. The Request Mast application, enclosure (1), will be used by all MCABWA units and may be locally reproduced. Procedures will be visually posted throughout the command.

b. Identify by billet the individual whom a Marine should contact first for assistance in preparation of the Request Mast application. Additionally, identify by billet each commander in the chain of command with whom a Marine may Request Mast.

c. Maintain the original Request Mast Application at the level final action was completed to include final action taken and service member's degree of satisfaction with the action taken. Maintain Request Mast documentation separately from service records for a minimum of 2 years.

d. Ensure no action, adverse or prejudicial to the interests of any service member, results from the individual's right to exercise Request Mast.

  
D. J. MCDANIEL  
Chief of Staff

DISTRIBUTION: A

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**MARINE CORPS REQUEST MAST APPLICATION**

NAVMC 11296 (Rev. 6-97)

SN: 0000-00-888-0350 U/I: EA

**PRIVACY ACT STATEMENT**

Authority: Title 5, U. S. Code 301; Title 10, USC Section 5013

Principal Purpose: Formal filing of complaints/problems to command personnel.

Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.

Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

**PART I: TO BE COMPLETED BY THE APPLICANT**

1. NAME:	2. RANK:	3. SSN:
4. UNIT:	5. RACE/ETHNIC GROUP:	
6. GENDER:	7. DATE:	
8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):		
8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).		
8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)		
9. AFFIDAVIT		
I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends on page _____. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.		
_____ (SIGNATURE OF APPLICANT/DATE)		

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**PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST**

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

\_\_\_\_\_  
COMMANDING OFFICER SIGNATURE/DATE**PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST**

(Applicant should initial/complete the appropriate statement(s))

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_ I have had the opportunity to communicate directly with \_\_\_\_\_  
(name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

\_\_\_\_\_ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

\_\_\_\_\_ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

\_\_\_\_\_  
WITNESS' SIGNATURE/DATE\_\_\_\_\_  
APPLICANT'S SIGNATURE/DATE

ENCLOSURE (1)